IMPORTING/EXPORTING REQUIREMENTS MATRIX

IMPORTING/EXPORTING - WHAT IS REQUIRED TO:	Shipping Manifest (ST 2909) or SR	Export Designation on Envelope	Interoffice Routing Slip & Division Signature	Joint Use Agreement	Loan Agreement & Group Leader Signature	MOU, FIA, DOE-Approved Statement of Work, Etc.*	Purchase Order No. & Buyer Signature	Purchase Order No. & Classification Info.	Registration of Foreign-Made Items	Cost & Program Codes, Group, Requester Z# & Classification Info.	Property Administrator Signature/Approval	DOE Approval	Property Removal Form for Travel	High Risk Review
Mail Technical Data to Foreign Country		R**												
Mail Technical Data to Embargoed Country		R**	R**											
Export Commodity Temporarily - LANL's Use	R								C		R		R	
Export Commodity Temporarily - Foreign Entity Use	R			P		R			C		R			
Export Commodity Permanently	R					R					R	P		C
Add Items to Joint Use Agreement	R			P		R			C		R			
Loan Commodity to Foreign Entity	R				P	R			C		R	P		
Export for Repair or Replacement	R						R		C		R			
Excess Export-Controlled Equipment											R			C
Abandon Items in Place	R										R	P		C
Import Items under a Purchase Order								R						
Import Items without a Purchase Order										R				

C = Customs Office Prepares
FIA = Funds-In-Agreement
MOU = Memorandum of Understanding
SR = Shipping Request
P = Property Operations Team Obtains or Prepares
R = Requester provides to Customs Office through Property Administrator
R** = Requester provides to BUS-4 (Note: Form numbers may change for mailing technical data)